



Classification: Criminal Intelligence Analyst I - MIAC
Title Code: V00585
Pay Range: 18

Immediate Supervisor: Assistant Director

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the company director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY:

This is a responsible professional and analytical position in which the individual analyzes and assesses criminal information of a confidential nature and develops comprehensive analytical reports based on available data. The employee is required to utilize over thirty specialized analytical and informative state and federal databases to develop threat assessments, time series analyses regarding crime patterns, and to identify criminal groups, key individuals involved in organized criminal activity, their methods of operation, and the extent of the individual's criminal influence on its organized criminal group. The employee may also be responsible for compiling various statistical reports, bulletins, informative booklets, etc., and the Missouri Statewide Intelligence Network (MoSPIN). The employee is also responsible for quality control of data entered into various intelligence databases in order to maintain the integrity of intelligence data received and/or disseminated. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Researches all applicable files, database systems and case summaries in order to respond to intelligence and criminal activity inquiries from all state and federal law enforcement agencies (state patrol agencies, FBI, DEA, ATF, IRS, etc.) and prosecuting attorneys;

Performs telephone record analysis charting methods and other link charting to determine interrelationships and transactions involving criminal activity; uses crime analysis techniques including, but not limited to, financial analysis, time series analysis, and case analysis to view and evaluate patterns of criminal activity.

Researches, compiles and disseminates to major case investigation officers and prosecutors, intelligence booklets containing all data on file on the subject in question for criminal activity; develop reports, threat assessments, bulletins and other work products to enhance the flow of relevant trends of criminal activity; prepares a summary report on the data and answers questions pertaining to the intelligence information to the law enforcement investigator or prosecutor.

Creates photo line-ups for investigating officers in order to assist victims with identification of individual suspected of committing a wrongful act against victim; searches law enforcement arrest record databases for facial and demographic make-up of arrested individuals similar to suspect; searches Department of Revenue database for driver's license photo of arrested individuals chosen for the photo line-up; prints photos; forwards approximately six similar photos to investigating officer for review by victim.

Assists investigative officers in inventorying buildings and warehouses who have had subpoena's filed against them regarding criminal activity; inventories methamphetamine, products of seized property (ephedrine, etc); researches various computer files on the searched premises for criminal intelligence information regarding the investigation; reviews and photocopies financial records pertaining to financial transactions in question; delivers financial records to general headquarters for financial analysis.

Classification: Criminal Intelligence Analyst I - MIAC

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Page 2

Writes, edits, and prepares weekly and monthly publications and various brochures detailing trends in criminal activity, drug trafficking, gang related information, from information received by the Patrol and other state and national law enforcement intelligence agencies; disseminates the publications to various local, state, and federal law enforcement agencies for informative purposes.

Serves as liaison and centralized communications channel for MoSPIN (Missouri Statewide Intelligence Network); performs installation of software and hardware at various Patrol divisions and other law enforcement agencies who have requested access to the statewide intelligence network database; educates and trains users regarding information available through MoSPIN; monitors and maintains the integrity of data entered into MoSPIN from Patrol and other law enforcement agencies by deleting or adding information, correcting duplicate entries, confirms entries into MoSPIN are 28 CFR-Part 23 compliant.

Develop various standardized statistical reports involving drug trafficking rings, terrorism threat assessments, etc.

Complete other responsibilities as assigned in support the Midwest HIDTA, MoSPIN and Missouri State Highway Patrol Criminal Investigation and Narcotics Units.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of law enforcement terminology and narcotics investigative techniques.

Knowledge in the collection, analyzing and dissemination of criminal intelligence information.

Knowledge of modern office databases, (Microsoft Excel, Lotus 1,2, & 3, Lotus Notes).

Ability to research a voluminous amount of databases in order to find information on individuals utilizing very little previous information on the subject (e.g., telephone number only, last name, alias, etc.).

Ability to perform tedious intelligence searches while maintaining high quality control and proof reading skills in the performance of job tasks.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to work under extreme pressure and time limits.

Ability to multi-task and determine high priority tasks in accomplishment of daily duties.

Ability to analyze intelligence information, submitted documents and statistical data present findings of fact in written and graphic form.

Ability to prepare and provide both oral and written presentations to large groups of both civilian and law enforcement professional.

Ability to organize, prioritize and plan work effectively.

Ability to gather, assemble, correlate and analyze facts and devise solutions to problems.

Ability to display a professional appearance and demeanor consistent with the expectations of the Missouri State Highway Patrol.

Classification: Criminal Intelligence Analyst I - MIAC

Title Code: V00585

Pay Range: 18

Page 3

Ability to represent the Highway Patrol on panels, committees, task forces etc., working on Missouri's drug issues and other criminal activities.

Ability to work with highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to prepare highly technical and detailed threat assessments and surveys regarding crime in the state of Missouri.

Ability to perform job-related travel.

Ability to operate a wide variety of computer programs.

Ability to learn new computer programs.

Ability to wear a pager and be on call status.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Bachelors Degree from an accredited college or university in criminal justice, or related field; or 4 years of comparable technical or analytical experience in a criminal justice, military, or related agency.

NECESSARY SPECIAL REQUIREMENTS:

Must successfully complete Foundations of Intelligence Analysis Training (FIAT) within a period not to exceed one year after appointment (or as soon as course enrollment is available).

Must be a resident of Missouri at the time of appointment.

Must pass a comprehensive background check necessary to have access to criminal intelligence and other information in Missouri State Highway Patrol.